



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Preliminary Technical Subdivision Review Checklist

Log No.: _____

Date: _____

Project:		
Location:		
Reviewed by:		Phone #

The purpose of the preliminary technical review meeting is to provide a list of City requirements for the development of proposed projects. This list is as comprehensive as is possible at this stage of the process. The requirements referred to on this checklist can be found in the City code, Standard Details & Specifications and Technical Design Manuals.

Check if Required	Description	Comments
_____	1. The development must comply with the City's General Plan.	
_____	2. The following zoning actions by City Council for the subdivision are necessary as part of the development review: _____ _____ _____ _____	
_____	3. Provide samples of the housing product: typical plot plan, square footage range, setbacks, architectural finishes and elevations.	

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**Planning and Development Department
Development Services Division
Civil Engineering Plan Review Section
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Form No. UDM-03/Folder 410
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Check if Required	Description	Comments
_____	4. The civil engineer must provide a Certificate of Area form with the first plan submittal in order that City staff may calculate the plan review and buy-in fees. Note: the area may change as the project's boundary is defined with greater accuracy; the fee will be adjusted as necessary.	
_____	5. A portion of the proposed development appears to be within the FEMA 100-year flood zone. Flood Control District of Maricopa County approval is required prior to plan approval.	
_____	6. The development is adjacent to a current City project or improvement district. Please coordinate your plans with City staff or consultant as noted.	
_____	7. An ALTA survey is required when available.	
_____	8. The development is within an airport impact overlay district. An aviation easement form for the following airport must be submitted prior to plan approval. _____ Chandler Municipal Airport _____ Stellar Airpark	
_____	9. An ADOT permit is required for a portion of the required improvement prior to plan approval.	
_____	10. The development is within a proposed freeway corridor. Please coordinate the development with ADOT.	
_____	11. The development is adjacent to the City limits. Please coordinate with the appropriate neighboring jurisdiction(s) and provide proof of that coordination in the form of letters/memos, etc.	
_____	12. The dedication of tracts or parcels to the City must be approved by the acquiring department.	
_____	13. The City Engineer must approve the abandonment of any existing easements.	

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Check if Required	Description	Comments
_____	14. The City Engineer and the City Attorney must approve the abandonment of any existing right-of-way. City Council must approve by Ordinance a vacation plat prepared by a registered land surveyor. Contact the City's Real Estate Office at 480-782-3390 for application and cost of application.	
_____	15. Submit a 200-scale photocopy of the development so that the City may assign street names.	
_____	16. All existing ditches and canals must be tiled or abandoned. This includes those adjacent to the street and those in SRP or RWCD right-of-way next to the development. Generally, relocated and tiled irrigation facilities shall be located out of the public R.O.W. The installation of linear park areas at major canals requires the approval of the Community Services Director and the City Engineer. The City will not be responsible for the maintenance or reconstruction of abandoned ditches. The following note must appear on the preliminary plat and the development plans: <p align="center">The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the irrigation facility undergrounding requirements have been satisfied.</p>	
_____	17. Show all existing wells and their Arizona Department of Water Resources registration numbers on the preliminary plat and on the plans. If not registered, so note on the plans. Register wells with the ADWR prior to any disposition, and provide documentation to the City. Contact Sandy Story at 782-3588 to coordinate well registration and disposition.	
_____	18. The disposition of SRP irrigation facilities needs to be determined (prior rights easement, SRP fee, USA fee). SRP and City sharing of right-of-way needs approval by the City Engineer at the preliminary plat stage.	

Check if Required	Description	Comments
_____	<p>19. The overhead utility lines which are on the development site or within the street right-of-way adjacent to it must be underground. Relocate the 69KV power poles. Place the following note on the preliminary plat and development plans:</p> <p style="text-align: center;">The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the overhead utility line undergrounding and power pole relocation have been satisfied.</p>	
_____	<p>20. The following requirements apply to the proposed phasing:</p> <p>_____ A. Construct all required offsite improvements within Phase I.</p> <p>_____ B. Perform all grading within Phase I.</p> <p>_____ C. Maintain dual access routes to all sections of the development at all times.</p> <p>_____ D. A temporary turnaround is required. It must comply with Fire Department Detail #141.</p> <p>_____ E. The sewer system must be completely looped with each phase.</p> <p>_____ F. The water system must be completely looped with each phase.</p> <p>_____ G. If a model home phase is anticipated, it must be shown.</p>	

Check if Required	Description	Comments
_____	21. The following improvements are required to existing streets and alleys adjacent to the development. _____ A. Right-of-way dedication. _____ B. Sidewalk installation. _____ C. Additional pavement with curbing. _____ D. Alley must be paved. _____ E. Streetlights must be installed. _____ F. A 2" traffic signal intertie conduit is required (3" at future signalized intersections).	
_____	22. The following median and/or road buy-ins apply: _____ _____ _____ _____	
_____	23. Proposed street geometrics must comply with the standards presented in the City's <i>Technical Design Manual 4 - Street Design and Access Control</i> .	
_____	24. Right-of-way widths, street cross sections and alley cross sections must comply with City standards (please refer to Standard Details).	
_____	25. The following improvements are required to proposed streets and alleys as a part of the development: _____ A. Right-of-way dedication. _____ B. Half-street improvements (24' from F/C minimum required). _____ C. Full street improvements. _____ D. Alley improvements. _____ E. Streetlights. _____ F. 2" traffic signal intertie installation (3" at future signalized intersections).	

Check if Required	Description	Comments
_____	26. Proper turn-around facilities are required on dead-end streets and alleys.	
_____	27. The lot layout must accommodate handicap ramps at all the "T" intersections as well as at curb returns.	
_____	28. The following City Water Master Plan requirements apply:	
_____	A. A water production well site is required.	
_____	B. A transmission main must be installed (the City will consider participation in the construction cost).	
_____	C. A dual 12" or a single 16" water main must be installed along a section line street.	
_____	D. A 12" water main must be installed along a mid-section line street.	
_____	E. An 8" water main must be installed along a quarter-section line street.	
_____	F. The minimum public water line size is 6".	
_____	29. The following additional water system requirements apply to the development:	
_____	A. The potable water system must comply with the standards presented in the City's <i>Technical Design Manual 1 - Water System Design</i> .	
_____	B. Easement dedication for off-project extensions.	
_____	C. Easement dedication for on-site public mains/water meters when private streets or drives are anticipated.	
_____	D. The development is within an area serviced by reclaimed water and special requirements may apply.	

Check if Required	Description	Comments
_____	30. Reclaimed water lines are required in the arterial street right-of-ways adjacent to this project. _____ A. Show all existing and proposed reclaimed water lines on the plans. _____ B. Install reclaimed water mains in locations per City of Chandler Standard Detail #C-200 unless the City Engineer determines otherwise. _____ C. Show reclaim-turn out location and size.	
_____	31. The following City Wastewater Master Plan requirements apply to the development: _____ A. The development must sewer to the correct area as defined within the plan. Any deviation will require an in-depth engineering study and approval of the City Engineer. _____ B. A lift station may be added. _____ C. An interceptor must be extended/installed as required by the Master Plan. _____ D. A wastewater infrastructure analysis.	
_____	32. The following additional sewer system requirements: _____ A. The sanitary sewer system must comply with the standards presented within the City's <i>Technical Design Manual 2 – Wastewater and Reclaimed Water System Design</i> . _____ B. Easement dedication for off-project public main extension. _____ C. Easement dedication for on-site public mains where private streets or drives are anticipated. _____ D. Drop manholes will generally not be allowed in order to maintain maximum slope available. Drop manholes may be selectively allowed.	

Check if Required	Description	Comments
_____	33. Show the existing sewer main planned for the service of the development on the civil plans. In some cases, the buy-in fees will be controlled by the sewer main tied into. No initial phase will be allowed to sewer across an unimproved succeeding phase without the City Engineer's approval.	
_____	34. A sewer area connection fee applies; see applicable fee section.	
_____	35. The following City Stormwater Master Plan requirements apply to the development: _____ _____ _____	
_____	36. The following additional stormwater system requirements apply to the development: ____ A. The drainage system must comply with the standards presented within the City's <i>Technical Design Manual 3 – Storm Drainage System Design</i> . ____ B. Easement dedication for on-site retention basins. ____ C. All retention areas must comply with the aesthetic standards given within the City Zoning Code. Retention volumes must accommodate mounding in retention ponds. There are no exceptions to standards given within the City Zoning Code.	
_____	37. The maintenance of landscaping within the public right-of-way shall be the responsibility of the adjacent lot owner or the Homeowners Association.	
_____	38. The maintenance of retention basins shall be the responsibility of the Homeowners Association.	

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Check if Required	Description	Comments
_____	39. Provide for review a Phase I Environmental Assessment in compliance with ASTM <i>Standard for Environmental Site Assessment: Phase I Environmental Assessment process</i> (E-1527-93) at the time of preliminary plat submittal. Submit an original updated Phase I Environmental Assessment (no older than 90 days) naming the City as beneficiary with the plat mylars at the time of final plat approval.	
_____	40. At the time of plat staff approval, a Standard Owner's Policy Title Report (no older than 10 days) must be submitted with the mylars for signature.	
_____	41. See transportation comments attached.	
_____	42. Refer to the following for more information: Phase I Environmental Assessment Guidelines Phase I Environmental Assessment Procedures Reclaimed Water Users Manual (contact Ray Dubois, 480-782-3709) Submittal Checklists Certificate of Quantities Civil Improvements/Encroachment Permit Application Performance Bond Procedures Offsite Construction Estimate Chandler City Code, Chapter 40: H.O.A. Improvements Chandler City Code, Chapter 53: Reclaimed Water Services	

Applicable Fees

- _____ Zoning application fee: \$500 + \$25/acre
- _____ Preliminary Development Plan: \$200 (payable if you are submitting only a PDP, with no rezoning action. This fee is waived if you are filing a PDP with a rezoning request.)
- _____ Planning preliminary plat plan review fee: \$500 + \$5/lot
- _____ Civil engineering plat plan/improvement plan review fee (must be paid at the time the preliminary plat plans are first submitted) - calculated according to the following schedule:

Project Acreage	Fee
0 to 10 acres	\$250 + \$75 per acre
11 to 25 acres	\$1,000 + \$65 per acre over 10
26 to 50 acres	\$2,000 + \$40 per acre over 25
Greater than 50 acres	\$3,000 + \$30 per acre over 50

Beginning with the 4th review of any document (preliminary plat, final plat, improvement plans) and continuing with each subsequent review, 1/3 of the original fee will be charged.

- _____ The following estimated buy-in fees must be paid prior to plat approval.

<u>Type</u>	<u>Location</u>	<u>Size</u>	<u>Length</u>	<u>Unit Cost</u>	<u>Cost</u>
TOTAL COST:					

- _____ Street clean up fee: \$100.00 non-refundable administrative fee + \$21.60/acre refundable assessment
- _____ Right-of-way vacation fee
- _____ System development (impact) fees
- | | |
|--|-----------------------|
| _____ Water | _____ Parks |
| _____ Wastewater | _____ Reclaimed water |
| _____ Traffic signal (if not included in arterial street impact fee) | _____ Water resources |
- _____ Off-site/encroachment permit inspection & testing fee
- _____ Refuse container charge
- _____ Water meter charges
- _____ Street sign fee
- _____ Building plan review fee
- _____ Building permit fee
- _____ Arterial street impact fee
- _____ Government facilities system development (impact) fees
- | | |
|---------------|--------------------------|
| _____ Fire | _____ Community Parks |
| _____ Police | _____ General Government |
| _____ Library | |